



# BUILDING CONSTRUCTION, ZONING AND CODE ENFORCEMENT

April 27, 2012

To Whom It May Concern:

If you are receiving this letter it is because your office provided insurance information to the Office of Building Construction, Zoning and Code Enforcement in the last year or two. We are writing to explain some of New York State's requirements regarding insurance forms, as they pertain to building permits in hopes to make a smooth transition into the busy building season.

As you may already know, New York State requires proof of Workers' Compensation and Disability in order to apply for a building permit. They require that the proof of workers' compensation be on one of the following forms: C105.2, U26.3, SI-12, or GSI-105.2. They require that the proof of disability be on one of the following forms: DB-120.1 or DB-155.

If you have already started using these forms, we thank you. It makes the process of getting a permit easier and quicker for your clients. If you have not yet started using these forms, we ask that you provide them at the time that your clients renew their policies.

An excerpt from our annual letter to contractors is below and explains the process further.

## **Workmen's Compensation Law**

The Office of Building Construction is required to collect and maintain Workmen's Compensation documents, in accordance with New York State Labor Law. This process includes NYS Disability documents. Specific forms for this purpose may be obtained at our municipal web site, [www.cityofbinghamton.com](http://www.cityofbinghamton.com), or at the state website, [www.wcb.state.ny.us](http://www.wcb.state.ny.us). Or you may call a New York State representative at 518-486-6307, for additional information. Applicants will please note that ACCORD forms are NOT acceptable documentation.

Contractors who frequently apply for permits may facilitate the application process by having their insurance company send updated copies automatically, as their liability, disability, and workers' comp policies are renewed. This is a convenient method that has worked successfully in the past.

If you are required to use the Workmen's Compensation form *CE-200* (because you have no employees), please remember this form must be completed every time you apply for a new permit. To make this process more convenient, a computer kiosk is available to you in our office for this purpose.

Insurance documents may be transmitted by standard mail, by fax (PLEASE NOTE FAX NUMBER 607- 772-7162), or by e-mail [building@cityofbinghamton.com](mailto:building@cityofbinghamton.com).

If you have any questions, you may call at (607) 772-7004.

Sincerely,

Thomas F. Costello, Supervisor  
Building Construction, Zoning & Code Enforcement